



# Emergency Plan

Review Date: September 2021

<b>School Address</b>	Meadow View Primary School Meadowhall Road Kimberworth Rotherham S61 2JD
<b>School Contact Number</b>	01709 740500

<b>Academy Address</b>	James Montgomery Academy Trust Brampton Ellis Primary School Brampton Road Brampton Barnsley
<b>Academy Contact Number</b>	01709 763905

<b>Local Authority</b>	Rotherham
<b>Local Authority Contact Number</b>	

**Emergency Services – 999**

**Police – 01142202020**

**Fire & Rescue – 01142727202**

**Ambulance – 01709 828820**

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## Section 1 Plan Management

### Record of Amendments

Amendment No	Actioned By	Type of Change	Date	Distribution Method
1	K Taylor (SBM)	Included Panic Button into Plan	22.03.21	Safeguard and Email
2.	J Logan (HT)	Invacuation process explained more clearly.	22.03.21	Safeguard and Email
3.	K Taylor (SBM)	Added Caretaker Phone number	22.03.21	Safeguard and Email
4.	K Taylor (SBM)	Inventory is back up on system no need to have hard copy	22.03.21	Safeguard and Email

### Distribution List

Name	Designation	Distribution Method
Jenni Logan	Head Teacher	Written the Plan with SBM
Kerry Taylor	SBM	Written the Plan with SBM
Class Teachers	FS , KS1 and KS2	Email and safeguard
Support Staff	FS , KS1 and KS2	Email and safeguard
Pete Copley	Caretaker	Email and Paper Copy
New Staff members	any	Safeguard and Induction
Students		Paper copy and Induction
Jackie Oliver	JMAT Operations Manager	email

N.B. This document will be shared as a must read on safeguard. It will be included in the induction process so that any staff or students that are new to the school mid-year will be aware of the emergency processes.

### Exercise Record

This record is kept on the central system in the SLT drive with the SCR.

### Review of the Plan

The Headteacher and SBM of Meadow View Primary School are responsible for annually reviewing the Plan and identifying areas for amendment. The school is also responsible for updating relevant sections of the Plan on a regular basis.

**Caretaker Phone Number:** Mobile:07855961981

## **Section 2 Plan Overview**

### **Purpose of the School Emergency Plan**

Meadow View Primary School is committed to ensuring that, in the event of a major emergency or incident, the School will provide an effective Emergency response to minimise the impact of the emergency and ensure the wellbeing and safety of all children and adults in the Schools care.

This plan will be supported by the James Montgomery Academy Trust Strategic Operation Lead

### **Definition of an Emergency**

An Emergency incident or crisis can be clarified as an unexpected event which affects the school community, and which causes disruption on a scale which is beyond the normal coping capability of the school.

The Emergency incident may involve significant threat, damage or injury to property and individuals, and may have a long term impact on pupils, staff, governors and parents.

The following examples of emergency incidents that may impact on the school and require activation of this emergency plan:

- Fire or flood to buildings and contents
- Death, accident or assault to members of staff or pupils
- Natural major emergency incident within the local community
- Missing person(s) / abductions

The emergency plan will not list each type of emergency situation but will provide a framework for emergency response that can be used in most emergency situations. It is important that the emergency plan policy is understood by those with the responsibility for implementation and activated immediately.

### **Aim of the School Emergency Plan**

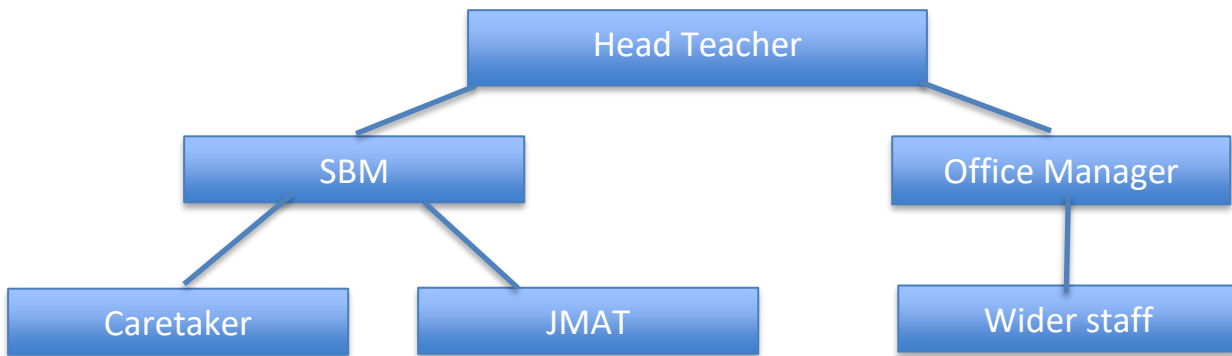
To provide effective emergency response arrangements that will ensure the wellbeing and safety of all children and adults in the care of the school.

### **Objectives of the School Emergency Plan**

- Establish an effective framework of Emergency response
- Ensure that the emergency incident is communicated quickly and clearly to supporting agencies and partners, enabling support arrangements to be rapidly activated
- Maintain high standards of welfare and duty of care arrangements for pupils, staff and carers
- Ensure that actions and decision making during the emergency incident is properly recorded
- To minimise educational and administrative disruption within the school
- To facilitate the return to normal working arrangements at the earliest time.

### Section 3 Activation and Communication Arrangements

The School Emergency Plan will be activated at the request of the Headteacher. The Headteacher will activate the School Emergency Response Team through the following cascade system.



The School Emergency Response Team (SERT) has responsibility for activating and implementing the School Emergency Plan.

The SERT team should record all decisions and actions in their own log books and be available for briefing session, handovers and post emergency debriefs.

Name	Position In School	Role during incident
Jenni Logan	Headteacher	<ul style="list-style-type: none"> <li>● Incident co-ordinator</li> <li>● Inform SBM and Office Manager</li> <li>● Make informed decisions in response to the emergency situation.</li> <li>● Lead the debrief with SLT and wider staff</li> <li>● Collect own mobile phone before exiting building or locking down.</li> <li>● If safe to do so, extend phone line into cupboard before locking down.</li> </ul>
Kerry Taylor	SBM	<ul style="list-style-type: none"> <li>● Assist incident co-ordinator</li> <li>● Inform Caretaker and Office Manager of emergency</li> <li>● Fulfil Office Manager role in event of absence.</li> <li>● Logging the outcomes of the event and debrief with the relevant parties and/or relevant documents.</li> </ul>

		<ul style="list-style-type: none"> <li>● Alert anyone in school to immediately re-enter school</li> <li>● Activate Panic Button if required</li> <li>● Collect own mobile phone before exiting building or locking down.</li> <li>● If safe to do so, extend phone line into cupboard before locking down.</li> <li>● Contact caretaker if appropriate</li> </ul>
Louise Turner	Office Manager	<ul style="list-style-type: none"> <li>● Leads on communication with wider staff (i.e. sound lockdown alarm and or phones classrooms)</li> <li>● Inform emergency service of event and activate Panic Button if required</li> <li>● Alert anyone in school to immediately re-enter school</li> <li>● Collect own mobile phone before exiting building or locking down.</li> <li>● If the training rooms are occupied – ring to ensure they understand there is a lockdown</li> <li>● Contact caretaker if appropriate</li> <li>● Fulfil Office Manager role in event of absence.</li> </ul>
Dawn Riley	Administration	<ul style="list-style-type: none"> <li>● Manages registration (if required).</li> <li>● Lead Parent communication after consultation with HT and/or SBM (if required).</li> <li>● Alert anyone in school to immediately re-enter school</li> <li>● Collect own mobile phone before exiting building or locking down.</li> <li>● Activate panic button if required</li> <li>● In the training rooms are occupied – ring to ensure they understand there is a lockdown</li> <li>● Contact caretaker if appropriate</li> </ul>

Pete Copley Mobile:07855961981	Caretaker	<ul style="list-style-type: none"> <li>• Consult with Incident co-ordinator</li> <li>• Inform Engine of incident</li> <li>• Ensure incident information is recorded on correct documentation (if required)</li> <li>• Collect own mobile phone before exiting building or locking down.</li> </ul>
Jackie Oliver Work 01709 763905 Mobile 07983252600	JMAT Strategic Operations Lead	<ul style="list-style-type: none"> <li>• Inform Chair of Governors.</li> <li>• Inform JMAT CEO</li> </ul>

### **Responsibilities of SERT**

All members of the School Emergency Response Team (SERT) must:

- Have a copy of the emergency plan at home and at school
- Be aware of the roles of each part of the plan to enable the school to react swiftly and accordingly
- Retain the SERT contact numbers for 24-hour contact

#### **Section 4 – Roles and Responsibilities**

The following check list is provided to assist the School Emergency Response Team to carry out their roles and responsibilities. The check lists should be viewed as a general guide; further actions may be required that are specific to the incidents as it occurs.

Headteacher – Emergency Response Checklist			
No	Action	Completed	Time
1	Assess the information and situation		
2	Consider the activation of the school emergency plan if appropriate, and agree the cascade alert message		
3	Activate the school emergency plan. Request that the activation message is passed verbatim		
4	Advise the SBM of the activation of the school emergency plan and request they carry out their role		
5	Advise the Office Manager and request that they carry out their role		
6	Advise JMAT H & S and Buildings Managements and request that they carry out their role		
7	Advise the LA		
8	Commence log of all actions and decision		
9	Ensure safety and welfare of all pupils and adults in care of school		
10	Agree a course of action whether to keep children in classrooms and safe areas or whether to evacuate school		
11	If evacuation – consider location of evacuation and consider transport arrangements		
12	Consider activating school closure arrangements		
13	Identify appropriate support for any pupils or adults needing specific support		
14	Ensure that the school emergency response team are effectively carrying out their designated roles and responsibilities		
15	Ensure the school's emergency grab bag has been collected		
16	Liaise with emergency services		
17	Consider emergency role calls of all pupils and adults in the care of school		
18	Keep pupils and staff informed of the situation		
19	Ensure all media enquiries are passed to JMAT		
20	Ensure the Chair of Gobs is kept informed of the situation and response arrangements		
21	Prepare information / advice for parents		
22	Call meetings of SERT as required and ensure that SERT, JMAT and LA receive regular situation updates		
23	Any Other actions required		
24	Any Other actions required		
25	Consider arrangements to assist the school in making a speedy return to normal functions		



School Business Manager – Emergency Response Checklist			
No	Action	Completed	Time
1	Assist and support the headteacher to activate the school emergency plan		
2	Obtain as much information as possible from the headteacher about the situation		
3	Commence log of all actions and decision		
4	Request the attendance of the emergency services if appropriate		
5	Alert the caretaker		
6	Ensure copies of the school emergency plan are available		
7	Access and retain the schools emergency grab bag		
8	Access and retain a laptop if possible		
9	Ensure pupil records and registers are available		
10	Ensure the pupil medical records are available		
11	Highlight to SERT children with specific needs		
12	Ensure parent / carer records are available along with contact numbers		
13	Ensure staff records and contact numbers are available		
14	Ensure visitor signing in book is available		
15	Lead the office staff in assisting with SERT with information needs and the emergency response		
16	Ensure the headteacher / JMAT are advised of all media requests		
17	Assist the headteacher in providing consistent advice / information to parents		
18	Cancel any planned visitors to school		
19	Advise service providers of the interruption to the normal arrangements for provision of goofs		
20	Attend SERT meetings		
21	Consider arrangements to assist the school in making a speedy return to normal functions		
22			
23			
24			
25			

Office Manager – Emergency Response Checklist			
No	Action	Completed	Time
1	Assist and support the Headteacher to activate the school emergency plan		
2	Obtain as much information as possible from the headteacher about the situation		
3	Commence log of all actions and decision		
4	Alert staff - Ensure all staff are aware you are carrying out your designated roles and responsibilities as a member of SERT		
5	Lead arrangements to ensure safety / welfare of pupils and all adults in care of school		
6	Lead all school staff to support decisions taken by the headteacher		
7	Seek advice from the headteacher whether to keep children in classrooms and safe areas or whether to evacuate school		
8	If directed by the headteacher make arrangements for the evacuation of the school to evacuation points		
9	If directed by the headteacher make arrangements for the evacuation of the school to designated evacuation point		
10	If directed by the headteacher make arrangements to activate closure arrangements		
11	Identify any pupils or adults needing specific reports		
12	Ensure staff carry out the emergency roll call of all pupils and adults in the care of school.		
13	Keep pupils and staff informed of the situation		
14	Ensure the headteacher / JMAT are advised of all media requests		
15	Assist the headteacher in providing consistent advice / information to parents		
16	Attend SERT meetings		
17			
18			
19	Consider arrangements to assist the school in making a speedy return to normal functions		

Caretaker– Emergency Response Checklist			
No	Action	Completed	Time
1	Assist and support the Headteacher to activate the school emergency plan		
2	Obtain as much information as possible from the headteacher about the situation		
3	Commence log of all actions and decision		
4	Ensure all staff are aware you are carrying out your designated roles and responsibilities as a member of SERT		
5	Ensure the emergency services are able to access the scene of the incident quickly and without obstruction		
6	Ensure all building and gate keys are available		
7	If required <ul style="list-style-type: none"> <li>● Immobilise the gas supply</li> <li>● Immobilise the electricity supply</li> <li>● Immobilise the water supply</li> </ul>		
8	If required assist with evacuation		
9	Be available to liaise with the emergency services and headteacher		
10	Where possible assist with the security of school site		
11	Ensure the headteacher / JMAT are advised of all media requests		
12	Attend SERT meetings		
13			
14	Consider arrangements to assist the school in making a speedy return to normal functions		

JMAT Health and Safety and Buildings Manager – Emergency Response Checklist			
No	Action	Completed	Time
1	Assist and support the Headteacher to activate the school emergency plan		
2	Obtain as much information as possible from the headteacher about the situation		
3	Commence log of all actions and decision		
4	Alert JMAT's CEO		
5	Alert LA		
6	Alert Chair of Govs		
7	Liaise with the headteacher and deal with all media requests		
8	Alert the Diocese		
9	Assist the headteacher in providing consistent advice / information to parents		
10	Attend SERT meetings		
11	Consider arrangements to assist the school in making a speedy return to normal functions		
12			
13			
14			
15			

### **Section 5 School Emergency Grab Bag**

The School Emergency Grab Bag is located in Admin Office Cupboard

The grab bag will be maintained by the office staff and retained by the School Business Manager in the event of the School Emergency Plan being activated

Contents	Checked / Date
School Emergency Plan	
Schools layout	
Pens and Papers	
School inventory	
Building and gate keys	
Alarm arrangements	
Torch and batteries	
Staff and Children's	details are web based

### **School utilities and other services**

<u>Utility</u>	<u>Location</u>	<u>Switch off arrangements</u>	<u>Supplier name and contact number</u>
Water	Various	Caretaker	Engie 03336665689
Gas	Green housing by gate	Caretaker	Transco 0800111999
Electric	Electric meter room access from outside hall	Caretaker	Engie 03336665689
Telephone	Heads room	Caretaker	First Call 01246439800

### **Other school suppliers**

<u>Supplier e.g.</u>	<u>Service</u>	<u>Contact Details</u>
RMBC	School Meals	01709822311
Engie	Cleaning	03336665689

### **Fire Alarm**

The alarm is located in the reception foyer and red boxes are distributed around school.

#### **When testing the alarm:**

When planning a test contact EMCS monitoring service to inform them of a planned practice evacuation - 08448099980

To activate the alarm for test purposes, use the plastic key inset underneath the red break fire boxes. Pull the key out and the alarm will sound.

To deactivate the alarm for test purposes, go to the alarm panel in the reception foyer. Press the reset button.

#### **In an emergency situation:**

To activate the alarm in an emergency, press the red box and break the glass. The alarm will sound.

At the end of the incident, press the silence/resound button then replace the broken glass in the red box. Once the glass is replaced, press the reset button on the fire alarm panel.

### **Lockdown Alarm**

The alarm is located in the reception foyer. A green lockdown alarm box is positioned in the office area and another is situated on the corridor at the bottom of school outside the Y6 classroom.

#### **When testing the alarm:**

To activate the alarm for test purposes, insert the key into the boom of the lockdown green box. The alarm will sound.

To deactivate the alarm in a test situation, press the top and the bottom of the green box together to silence the alarm and reset the system.

#### **In an emergency situation:**

To activate the alarm in an emergency, push the glass in either of the green lockdown boxes.

To deactivate the alarm in a test situation, press the top and the bottom of the green box together to silence the alarm and reset the system.

### **Evacuation**

On site evacuation points are

- **Assembly point 1 – Community Room Path – KS1**  
Located on the path from school drive to the Community room.
- **Assembly point 2- Visitors Car Park – KS2**  
Located at the top of the driveway on the right hand side.
- **Assembly Point 3 – Path Staff Car Park – Foundation stage**  
Located on the path, next to the pond and end of the driveway

Offsite evacuation location is in the first instance, between the gates on the drive if the building needs to be vacated but pupils are not yet collected. This would be used as a short term holding area whilst parents are able to come and collect if safe to do so.

If an indoors offsite evacuation point is required, or a long term evacuation point is required, the children would be walked by staff to Ferham Primary School.

# Lockdown Procedures

If a member of staff sees a potential threat to the safety of staff and/or children, they must do one of the 3 following options immediately;

- Activate the Lockdown alarm which is located in the office or on the corridor outside the Inclusion Office in a white alarm box
- Contact the office, from a telephone point, to activate the lockdown alarm
- If you are outside, get children inside and activate as above in point 1 or 2.

## **Procedures upon hearing the lockdown alarm:**

1. If you are within the school grounds and hear the alarm, enter school via nearest entrance.
2. If you are inside the classroom, you need to stay where you are and hide in cupboards or under tables (become invisible).
3. If you are inside the hall, or another room in school stay where you are and hide in cupboards or behind benches etc (become invisible)
4. If playtime, go to the nearest open door and then go to classroom via the internal corridor. Ensure all children get in the doors before locking.
5. Where possible, lock external classroom door
6. Where possible, lock internal classroom door
7. Pull window blinds down or curtains where possible.
8. Head count of children to ensure that all children in your class are present
9. Use telephone to inform office of any children not present and where they are e.g. toilet

The SERT will inform you when the lockdown is over or when the lockdown de-escalates to an invacuation. Do not stand-down until you hear that the lockdown is over by a member of the SERT. If the alarm stops, this does NOT mean that the lockdown is over.

Throughout the Lockdown process, keep reassuring children and maintain calm. After the process, the SERT will go into each classroom to ensure all staff and children are safe and ok.

# Invacuate Procedures

## Procedures upon being instructed to de-escalate to invacuation:

1. Children and adults can come out of hiding but must stay in the classroom.
2. Where possible, the external classroom door must remain locked
3. Where possible, the internal classroom door must remain locked
4. Window blinds must remain down or curtains pulled where possible.
5. Exiting the classroom must be discouraged as much as possible. If anyone needs to leave the classroom urgently, they must seek the approval of the SERT Team.
6. Where possible, children must be escorted to the toilet and back.

The SERT will inform you when the invacuation is over. Do not stand-down until you hear that the invacuation is over by a member of the SERT. If the alarm stops, this does NOT mean that the invacuation is over.

# Fire Evacuation Procedures

## **General Fire Instructions – Introduction**

This plan has been produced as a guide to be used in the event of a fire. All staff are expected to ensure that they take all preventative measures within their control.

It maybe, however, that quick action with a nearby fire extinguisher will put out the fire. Only persons trained in the use of fire equipment should attempt to fight fires. This can only be assessed at the time of the incident and should only be started subject to overriding life considerations after the alarm has been sounded.

Nothing in the following notes will override the fact that, when the Fire Brigade is in attendance, they will have overall control for fighting the fire. Their instructions must be followed at all times.

**During fire activates the use of telephones should cease except for essential activities. Communications will be controlled by incident controller Jenni Logan - Head Teacher and in her absence by substitute incident controller Sue Gregg or Danielle Hunter - Assistant Head Teacher.**

## **School Safety Representative – Kerry Taylor**

**Nominated Evacuation Marshall's** –Evacuation Marshall's are responsible for carrying out a final sweep of their nominated area after evacuation to ensure all rooms are empty and doors are shut. These people are:

**Andrea Boyle – Foundation Stage area**

**Georgia Scott – Key Stage 1 area, staff room, staff toilets and HT office**

**Ryan Green – Key Stage 2 area**

**Kerry Taylor – Admin office, reception, hall and dining Room**

## **Action to be taken on discovering an outbreak of fire:**

If any member of staff discovers or suspects the presence of fire, smoke or smell of burning the following procedure should be carried out.

- Break the glass at the nearest call point. Call 999 and report the incident to the fire brigade (The fire brigade will be responsible for silencing the alarm.
- If possible, close windows and doors to prevent the spread of flame or smoke.
- Leave all belongings behind.
- Evacuate the building by the nearest exit

## **On the sound of the fire alarm:**

Leave the premises by the nearest fire exit immediately without stopping to pick up personal belongings. Each teacher or staff member will be responsible for ensuring that all children under their care, who are currently located within the classrooms, are safely evacuated and that the teaching area they are using is cleared. Ensure that children remain calm and are evacuated from the building.

**All staff must know the codes to the exit gates located at each side of the building.** It will be the first staff member's responsibility to input the codes and open the gates in the evacuation.

## **You will then report to your designated assembly points:**

- **Assembly point 1 – Community Room Path – KS1**  
Located on the path from school drive to the Community room.
- **Assembly point 2- Visitors Car Park – KS2**  
Located at the top of the driveway on the right hand side.
- **Assembly Point 3 – Path Staff Car Park – Foundation stage**



Located on the path, next to the pond and end of the driveway

Nominated Fire Marshall's are to check that rooms and teaching spaces are clear and carry out a final sweep of the building.

**Registers:** - The Admin team will be responsible for ensuring that the children, staff and visitors registers are kept up to date at all times. One of the office team will give staff a class register from that day. Staff must then check the registers and inform the incident leader immediately of any children who are not accounted for.

The Admin team will check the staff, students and visitors registers in the event of an evacuation with a verbal report being given to the incident controller of all persons present or any persons missing.

**All members of staff, students & volunteers MUST sign in and out of the building at all times.**

**Accident report:** A report on all member of staff and pupils present, or numbers of missing, plus approximate location and severity of fire will be given to the Fire Brigade by the incident controller.

**Caretaker** – Upon hearing the fire alarm (If on site) the Caretaker should check the fire alarm panel, noting where the alarm was activated and advise the incident controller of this and that caretaking staff are accounted for. The Caretaker should position themselves near to the front of the entrance to ensure the security of the building and that visitors and staff do not re-enter the building unless told it is safe to do so. The Caretaker should ensure that keys are available for all areas of the building.

**Kitchen Staff** – Upon hearing the fire alarm the kitchen staff should leave the building by the nearest available exit and report to assembly point 1. The cook in charge must then notify the incident controller that staff are accounted for.

Once the fire activation has been investigated by either school staff or the Fire Service a member of the **Senior Leadership Team** will instruct staff to re-enter the building. It is only then that staff may lead children/Visitors/Students back in to the building and **NOT** before under any circumstances.

The Senior Leadership Team will then debrief regarding the evacuation/cause and take any appropriate action which will be cascaded back to staff.